

A student who is placed on academic probation and who earns a C average in the term(s) following placement on academic probation will remain on academic probation until such time as the student's cumulative grade point average returns to C (2.0). When the student achieves a cumulative GPA of C (2.0), then he or she will have returned to academic good standing.

Notice of academic deficiency will appear on the student's transcript by semester. Deficiency warnings will be sent to all students to inform them that they are on academic probation. Students receiving financial aid should refer to the Financial Aid Satisfactory Progress Policy in the Financial Information section.

## **PASS/FAIL COURSES**

Students exercising the pass/fail option must declare their intentions at registration by designating it on the Student Information and Request Form (available in Student Services) or completing a Pass/Fail Course Request Form. Students may not change to the traditional letter-grade option after the end of late registration.

Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option and should consult with their advisor before selecting this alternative.

Additional Guidelines:

1. A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
2. A student enrolled in a transfer degree may not take general education requirements for pass/fail credit.
3. A student enrolled in a certificate or an Associate in Applied Science degree program may not take degree/certificate courses for pass/fail credit. Exceptions: NUR 1206, NUR 2205, or those courses entitled "Internship" or "Seminar".
4. A student may take continuing education courses for pass/fail credit.
5. A student must earn a C or better to receive a P in a P/F course.
6. A grade of F\* (Fail) or P (Pass) will not be computed in the grade point average.
7. Applicable tuition and fees apply.

## **AUDITING**

A student who wishes to audit a course must obtain permission from the Student Services Office. Registration procedures and tuition charges are the same as when enrolling for credit. Auditing students are not required to take examinations. Audited courses cannot be counted toward graduation requirements, but credit is counted as a part of the total student load. Students may change from audit to credit or credit to audit during the first five (5) class days for courses meeting three (3) or more times per week.

## **COURSE REPEAT POLICY (500.4)**

A. A student may repeat a course without formal written permission of the college when one of the following three conditions is met (indicating eligibility of credit hour grant funding):

1. If, during the student's first enrollment in the course, the student completed the course and earned less than a grade of C or withdrew after midterm, the student may enroll in the course one additional time;
2. If a course has been approved by the ICCB to be repeated, the student may repeat the course as many times as approved by ICCB; or,
3. If the last time the student completed the course was at least four years previously, and the student repeated the course to upgrade his/her skills in that area. This option may only be utilized once per course.

The Board of Trustees established tuition rate shall apply.

B. A student may repeat a course with formal written permission of the college when the student has previously completed the course and was claimed for credit hour grant funding. The student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program. Provisions set forth in the Educational Guarantee Policies shall apply.

C. When a student repeats a course that is not eligible for credit hour grant funding (eligibility outlined in section A above), all students, except international students, will pay the applicable out-of-state tuition rate for the course enrolled. For international students, the Board of Trustees established tuition rate shall apply.

D. For courses that were approved by ICCB to be repeated, all grades will appear on the transcript and be calculated in the GPA.

E. For any other courses that are repeated, grades are recorded on the student's transcript. The higher of the grades and its credit will be used in computing the cumulative grade point average. The other course grade(s) will be suffixed with an "R" to indicate the course was repeated and will not be used in computing grade point average.

## **GRADE FORGIVENESS**

The Grade Forgiveness policy at IECC is applicable to students seeking re-entry into a certificate or degree program who have academic records that are at least three years old. These students may petition the Academic Standards Committee to have all F (Fail) and WF (Withdrawal Failing) grades "forgiven" for the purpose of calculating their cumulative grade point average at IECC.

Students should note:

- You can petition for Grade Forgiveness only one time;
- You must petition with the IECC college you've re-entered;
- Forgiven grades will remain on your transcript;
- Based on their policies, other colleges and universities may consider the original grade(s) in their CGPA calculations;
- You may be eligible for Grade Forgiveness before the three-year period if there are documented extenuating circumstances;
- Financial aid eligibility may be impacted; contact the financial aid office.

## **WITHDRAWAL POLICY (500.30)**

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

### **Refund Period**

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

### **Academic Record**

Courses dropped before the start or during the refund period of a semester do not become part of a student's academic record. If a student attends and withdraws after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

### **Student Initiated Drop or Withdrawal**

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

### **Administrative Withdrawal**

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if

such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in the Academic Integrity Policy (500.25) and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Failure to pay tuition and fees by established due date;
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

## **TERM HONORS (FALL & SPRING TERMS ONLY)**

Full-time (Fall and Spring semester) students are recognized for their academic achievement in college-level courses based on the following:

**Chancellor's Academic Honors** – Grade Point Average (GPA) of **3.90 or greater**

**President's Academic Honors** – Grade Point Average (GPA) from **3.75 to 3.89**

**Dean's Academic Honors** – Grade Point Average (GPA) from **3.50 to 3.74**

## **GRADUATION REQUIREMENTS**

Upon recommendation from the faculty, staff and CEO/chancellor, students who meet the general requirements and curriculum requirements of a program will be granted the designated degree or certificate. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing